



## **SPECIAL INVESTIGATOR ASSISTANT DEPARTMENTAL – OPEN EXAMINATION**

**EXAM CODE:5BP05**

<b>Department:</b>	Department of Social Services
<b>Release Date:</b>	April 27, 2015
<b>Final File Date:</b>	May 27, 2015
<b>Exam Type:</b>	OPEN Departmental
<b>Employment Type:</b>	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
<b>Salary:</b>	MONTHLY-RANGED-SALARY - \$2,987- \$3,497
<b>Location:</b>	State-wide

### **EEO**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions(s), and sexual orientation.

### **DRUG FREE STATEMENT**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

## WHO SHOULD APPLY?

This is an OPEN departmental examination for the California Department of Social Services. All applicants must meet the education requirements as stated on this examination announcement. Career Credits do not apply.

## MINIMUM AGE

Minimum age for appointment: 21 years.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education requirements for this examination at the time the application is submitted. Your signature on the application indicates that you read, understood, and possess the minimum qualifications required.

## MINIMUM QUALIFICATIONS

Education: Equivalent to completion of two years of college (60 semester units) with a major in criminal justice, law enforcement, criminology, administration of justice, or police science. (Students who have completed at least 30 semester units of college will be admitted to the examination, but they must produce evidence of completion of the required 60 semester units before they can be considered eligible for appointment.)

## FILING INSTRUCTIONS

Applications (STD 678) must be RECEIVED or POSTMARKED no later than the final file date and if possible, include a **copy of 2 year degree awarded in criminal justice, law enforcement, criminology, administration of justice, or police science or transcript identifying intended major.** FAXED or EMAILED applications will not be accepted. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted.

**TWO items MUST be printed and returned.**

**(1) [Application \(STD 678\)](#) and (2) [Qualifications Assessment](#)**

Applicants who fail to submit both items will be disqualified from the examination.

### FILE BY MAIL:

California Department of Social Services  
Personnel Bureau, Exam Unit, MS 8-15-58  
PO Box 944243  
Sacramento, CA 94244-2430

### FILE IN PERSON:

California Department of Social Services  
Personnel Bureau, Exam Unit  
744 P Street, OB 8, 15th Floor  
Sacramento, CA 95814

**DO NOT SUBMIT APPLICATION TO THE CALIFORNIA DEPARTMENT OF HUMAN RESOURCES (CalHR).**

## SPECIAL PERSONAL CHARACTERISTICS

Possession of a valid driver license of the appropriate class issued by the California Department of Motor Vehicles; aptitude for investigation work; ability to be flexible; willingness as a learner to do routine or detailed work in order to learn the practical application of investigative principles; may be required to travel; keenness of observation; good memory for names, faces, places, and incidents; neat personal appearance; tact; emotional stability and maturity; and demonstrated capacity for development as evidenced by work history, academic attainment, participation in school, or other activities, or by well-defined occupational or vocational interests.

## POSITION DESCRIPTION

Under close supervision as a learner and worker, to assist with the more routine phases of licensing and enforcement investigations; to assist in locating and interviewing witnesses and persons suspected of violations; to assist in obtaining and presenting facts and evidence to support administrative action or prosecution; to participate in training in order to learn the work of the department to which assigned; and to do other related work.

## ELIGIBLE LIST INFORMATION

A departmental open eligible list will be established for the California Department of Social Services. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## EXAMINATION INFORMATION

### **Qualifications Assessment - Weighted 100.00%**

This examination will consist of a Qualifications Assessment weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Qualifications Assessment.

## KNOWLEDGE AND ABILITIES

### **A Knowledge of:**

1. Microsoft Office; including Word, Excel, PowerPoint and Outlook.
2. Legal processes and procedures.
3. Routine investigative tasks including techniques and procedures.

### **B. Ability to:**

1. Follow written and oral instructions.
2. Multitask and prioritize.
3. Work independently while supporting a team.
4. Communicate effectively.
5. Work in the field serving subpoenas and pick up records.
6. Reason logically, draw valid conclusions, and take appropriate action/recommendation.
7. Quickly and effectively learn new computer systems.
8. Establish and maintain cooperative working relationships with Federal, State, and local law enforcement agencies.
9. Prepare written documents and detailed investigation reports.
10. Gather and analyze facts and evidence.

## VETERANS PREFERENCE

**Veterans' Preference:** Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

## DISCLAIMER

Please click on the link below to review the official California Department of Human Resource (CalHR) class specification. <http://www.calhr.ca.gov/state-hr-professionals/pages/8611.aspx>

## CONTACT INFORMATION

For additional information regarding this examination, you may contact the Department of Social Services Examination Unit at (916) 657-1762.

## GENERAL INFORMATION

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of Social Services** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Americans with Disabilities Act, Title II:** The California Department of Social Services (CDSS) is committed to a strong policy of equal employment opportunity. To this end, CDSS does not discriminate against or exclude any person from participating in the employment process, advancement, benefits of employment, or in the admission and access to programs or activities administered by CDSS on the basis of: race; color; national origin; ancestry; religion; creed; sex; marital status; sexual orientation; pregnancy; age; veteran status; political affiliation; or disability (including AIDS) as required by Title II of the Americans with Disabilities Act (ADA). Reasonable accommodations for qualified individuals with disabilities will be made available upon request.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate option on the application and/or contact the testing department.

**Criminal Record Clearance Information:** Some positions within various divisions of the California Department of Social Services are subject to fingerprinting and criminal records check requirements. This check will be completed by the Department of Justice. Applicants will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**How to Apply for Veterans' Preference:** The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans' Preference form (CalHR 1093).

Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES  
P.O. BOX 944243  
SACRAMENTO, CA 94244-2430  
(916) 657-1762**

California Relay Service for the Deaf or Hearing Impaired from TDD phones call:  
1-800-735-2929 or from voice phones call: 1-800-745-2922.